

**Department of the Interior, U.S. Fish and Wildlife Job Analysis**

Title: Computer Specialist

Series: GS-334

Grade: 12

Org. Code:

Position Number: R397095

A. Duties of the position	B. KSAs necessary to perform duties	C. Ratable (Y/N?)	D. Selective factor (Y/N?)	E. Importance	Rationale for decisions in columns C, D, E
Provides technical support for computer users and serves as the customer representative to an assigned program or geographical area within the region.	Knowledge of a wide range of applications, programming, and analysis processes in order to anticipate programming difficulties in alternative design strategies and to accommodate the wide variety of problems presented by users.	Yes	No	1	Required for this position
Administrator of assigned Local Area Network (LAN), Service Wide Area Network (SWAN), cc:mail post office, Intranet, or Internet system.	Ability to develop, modify, maintain, and provide technical support for a Novell based local area network system.	Yes	No	1	Required for this position
Chooses, adapts, or designs appropriate software on basis of functions to be performed; defines, analyzes, and organizes work processes and problems to facilitate subsequent automated systems.	Ability to work with users to identify, develop, implement, and effectively use Automated Information Systems.	Yes	No	1	Required for this position
Responsible for keeping users and managers informed of changes, software and hardware requirements, enhancements to their Automated Data Processing (ADP) program, troubleshooting, and solving user problems.	Ability to communicate verbally and in writing with users, vendors, other individuals, and offices to effectively provide computer support.	Yes	No	1	Required for this position
Analyzes, designs, and implements both administrative and scientific systems for solving problems and accomplishing work processes through the use of digital computers.	Skill in analyzing, installing, configuring, modifying, troubleshooting, and applying software packages to meet operational needs.	Yes	No	1	Required for this position